



Installation Guide

Fort Knox— Jan 2012

Appendix B

CY12 Key Installation Events



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

INSTALLATION EVENT/ACTIVITY	EVENT DATE*	OPR**
Command Information Exchange	Monthly	GARRISON HQ
Environmental Quality Subcommittee	Monthly, 3d Wed	DPW
Post Retirement Ceremonies	Monthly	DPTMS
Civilian Incentive Awards Committee	Quarterly	DHR
Environmental Quality Control Committee	Quarterly	DPW
Performance Management Review	Quarterly	PAIO
Retiree Appreciation Days	October	DHR
Army Family Strong Festival	October	DFMWR
Recon Summit	November	DPTMS
Post Clean-Up—Fall	November	GARRISON CSM
President Taylor Wreath Laying	November	DPTMS
Christmas in the Park (Elizabethtown)	Nov - Jan	DPW
Post Christmas Tree Lighting	December	DFMWR
Installation Planning Boards	Feb & Aug	PAIO
National Prayer Breakfast	February	RSO
Month of the Military Child Activities	April	DFMWR
Earth Day/Arbor Day	April	DPW
Turkey Hunting	April/May	DPW
Post Clean-Up—Spring	April/May	GARRISON CSM
External Unit Scheduling Conference	May	DPTMS
Memorial Day Celebration	28 May	DPTMS
Post Safety Stand-Down Day	May	SAFETY
Army Concert Series	Spring-Fall	DFMWR
Army Birthday/Post Org Day	June	DPTMS
U.S. Army Soldier Show	June-September	DFMWR
Vacation Bible School	July	RSO
4th of July Community Celebration	4 July	DFMWR
Patriot's Day Ceremony	11 September	DPTMS
Day for Kids	September	DFMWR
Deer Hunting	Sep - Dec	DPW
***Presidential Salute	On Order	DPTMS

* Event Dates are subject to change

** OPR: Office of Primary Responsibility.

*** Presidential Salute entails special honors upon death of a President, former President, or President-elect.

[Also see the Community Events Calendar at <http://www.knox.army.mil/cec/>]

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



MAJOR ORGANIZATIONAL EVENT/ACTIVITY	EVENT DATE*	OPR**
Adjutant General Ball	May	AGCRA
ROTC Leaders Training Course	June/July	USACC
ROTC Cultural Understanding and Language Proficiency (CULP)	Apr-Sept	USACC
Army Human Resources Command	December	HRC

LOCAL COMMUNITY EVENTS

	<u>DATE</u>
Rineyville Homecoming.....	October
Lincoln Days Celebration, Hodgenville	October
Vine Grove Veterans Day Parade and Ceremony	November
Elizabethtown Christmas Parade	December
Bullitt County Kids Fest - static display support.....	March
St. Patrick's Day Parade, Louisville	March
Radcliff/Vine Grove Leadership Class tours Fort Knox	April
Leadership Elizabethtown Class tours Fort Knox.....	April
Elizabethtown/Hardin Co. Youth Leadership group tours Fort Knox.....	April
Keeneland Racetrack Soldier's Day at the Races.....	April
Skills U.S.A. State Conference, Chattanooga.....	April
Kentucky Derby	May
Hooray for Heroes (Radcliff)	May
Fort Knox Community Relations Dinner.....	June
Big Springs Down Home Days	June
Louisville Orchestra	July
Freedom Festival, Radcliff - Band, Color guard and vehicle support	July
Future Leaders Day, Boy Scout event	August
Heartland Festival, Elizabethtown	August
Kentucky State Fair	August
Vine Grove Autumn Daze Parade	September
Stephen Foster Music Club, Bardstown.....	TBD
University of Louisville sponsors Soldiers at a Football game.....	TBD
University of Kentucky sponsors Soldiers at a Football game	Sep or Oct
Educators groups tour Fort Knox	TBD



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

CY12 Public Holidays/Training Holidays to be Observed

January '12						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '12						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March '12						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '12						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '12						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '12						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '12						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August '12						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '12						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '12						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '12						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '12						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Yellow = Holiday



Green = Training Holiday

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



CY12 Public Holidays to be Observed

Monday, 2 January 2012	New Year's Day (observed)
Monday, 16 January 2012	Martin Luther King, Jr. Day
Monday, 20 February 2012.....	President's Day
Monday, 28 May 2012	Memorial Day
Wednesday, 4 July 2012.....	Independence Day
Monday, 3 September 2012.....	Labor Day
Monday, 8 October 2012	Columbus Day
Monday, 12 November 2012.....	Veteran's Day
Thursday, 22 November 2012	Thanksgiving Day
Tuesday, 25 December 2012.....	Christmas Day (observed)

TRADOC CY12 Training Holidays - Observed by Military Personnel (Civilian Personnel—Liberal Leave)

13 January 2012.....	(Friday before Martin Luther King, Jr. Day)
17 February 2012	(Friday before President's Day)
25 May 2012.....	(Friday before Memorial Day)
5 July 2012	(Thursday after Independence Day)
31 August 2012	(Friday before Labor Day)
5 October 2012.....	(Friday before Columbus Day)
9 November 2012	(Friday before Veteran's Day)
23 November 2012	(Friday after Thanksgiving Day)
24 December 2012	(Monday before Christmas Day)
31 December 2012	(Monday before New Year's Day)



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF HUMAN RESOURCES (DHR) MAJOR RECURRING EVENTS

ADJUTANT GENERAL

AG Call (Bldg 1379 classroom)	Last Monday of each Month (1300)
Pre-Retirement Briefing (Bldg 1379 classroom)	2 nd Tuesday of each Month (1300)
CSB/REDUX Briefing (Bldg 1384, Room 102A)	2 nd Friday of each Month (1300)
Pre-Separation Briefing (Bldg 1384 classroom)	1 st & 3 rd Monday of each Month (1500)
WTB Briefing (Bldg 1477 room 216)	Monday (0800)
Mission Complete Briefing (Bldg 1478 conference room)	Monday (1000)
Levy - O/P Briefing (Bldg 1379 classroom)	Tuesday (0930)

CASUALTY ASSISTANCE CENTER

Casualty Notification/Assistance Officer Training	Monthly
Placement of Flags at Post Cemetery in honor of Memorial Day	May 4th Thursday prior to Memorial Day
Installation Memorialization and Naming Approval Board	Bi-Annually (1st week in Dec and Jun) Garrison Conf Rm Bldg 1101

ARMY CAREER AND ALUMNI PROGRAM

ACAP Job Fair	October
ACAP Program (VA/ACAP/TAP/VA VOC REHAB) (Bldg 65 room 108)	Every 5 day work week (Monday – Thursday)
ACAP Program (VA/ACAP/TAP/VA VOC REHAB) (Bldg 1476 room 116)	2 nd Week of each month (Tuesday – Friday)

ARMY SUBSTANCE ABUSE PROGRAM

Installation Prevention Council (USAG, CR)	Quarterly
Installation Prevention Team Meeting (4 th Floor IACH)	Quarterly
Suicide Awareness Week	September
National Red Ribbon Week Campaign	October
DUI Free Recognition Ceremony (FKLC)	December

ADMINISTRATIVE SERVICES DIVISION

ARIMS “Train the Trainer” Program Discussion/Training	October
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ARMY CONTINUING EDUCATION SYSTEM

Approximate College Semester and Bi-Term Start Dates for FY10:

Fall Second Bi-term	October
Army Education Week	November
Spring Semester and 1 st Bi-term	January
Spring 2d Bi-term	March
Summer Term	June
Fall Semester and 1 st Bi-term	August

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) MAJOR RECURRING EVENTS:

TRAINING

MER/Labor Relations Presentations..... As Needed

FY12 TAPES Events:

Due Date

(GS/WS-12 & Below) all organizations except HRC:

End of Rating Period..... 31 October
 Appraisals Due in CPOC..... 14 December
 New Rating Period Starts..... 1 November
 Objectives Signed/Discussed..... 1 December
 Mid-Point Discussion..... 1 May
 Last Date to Revise Objectives..... 3 July

(GS/GM/WS-13 & Above) all organizations except HRC:

Mid-point Discussion..... 1 January
 Last Day to Revise Objectives..... 3 March
 End of Rating Period..... 30 June
 Appraisals Due in CPOC..... 14 August
 New Rating Period Starts..... 1 July

(WG/GS 1-8) Only HRC:

End of Rating Period..... 31 January
 Appraisals Due in CPOC..... 16 March
 New Rating Period Starts..... 1 February
 Objectives Signed/Discussed..... 1 March
 Mid-Point Discussion..... 1 August
 Last Date to Revise Objectives..... 3 October

(WG/GS 9-12) Only HRC:

End of Rating Period..... 31 October
 Appraisals Due in CPOC..... 14 December
 New Rating Period Starts..... 1 November
 Objectives Signed/Discussed..... 1 December
 Mid-Point Discussion..... 1 May
 Last Date to Revise Objectives..... 3 July

(GS/GM/WS-13 & Above) Only HRC:

Mid-point Discussion..... 1 January
 Last Day to Revise Objectives..... 3 March
 End of Rating Period..... 30 June
 Appraisals Due in CPOC..... 14 August
 New Rating Period Starts..... 1 July



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF FAMILY MORALE, WELFARE & RECREATION (DFMWR) MAJOR RECURRING EVENTS:

Eggstravaganza.....	March/April
Month of the Military Child.....	April
4th of July Celebration at Keyes Park.....	4 Jul
CYSS Day for Kids.....	September
Post Concerts.....	May-September
Soldier Show.....	June-September
Army Family Strong Festival.....	October
Tree Lighting Ceremony.....	December

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION & SECURITY (DPTMS) MAJOR RECURRING EVENTS (IOC)

EVENT	FREQUENCY/LOCATION	DATE/TIME
Antiterrorism Executive Committee (ATEC)	Semi-annually IOC Conference Room	TBA
Antiterrorism Working Group (ATWG)	Monthly, As needed IOC Conference Room	2 nd Tuesday of the month at 1000 or on order at the direction of the ATO.
Crisis Action Team (CAT)	As needed, IOC Conference Room	On order of the DPTMS, Garrison Commander, or Garrison Manager.
Operations Security (OPSEC) Working Group	Quarterly, IOC Conference Room	TBA
Emergency Management Working Group (EMWG)	Quarterly, IOC Conference Room	TBA
Continuity of Operations Working Group (COOP)	Quarterly, IOC Conference Room	TBA

Post Retirement Ceremonies Last Friday of the Month

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



DIRECTORATE OF EMERGENCY SERVICES (DES) MAJOR RECURRING EVENTS: FIRE & EMERGENCY SERVICES DIVISION:

EVENT	FREQUENCY/LOCATION	PURPOSE
Fire Marshall's Training	1st Tuesday of every month in bldg. 65 from 0830 to 1200.	Attendees must have a letter of appointment to attend. Certificates of completion are awarded. This training is designed to prepare new Fire Marshalls to conduct facility self inspections and recognize and report deficiencies.
Fire Extinguisher Training	Fire extinguisher training is provided upon request by calling 624-4208.	This is an open training, attendees need only show up and sign in. No certification is awarded. This training is designed to familiarize attendees with fire reporting, evacuation and operation of hand held portable fire extinguishers.
Fire Drills	Monthly/Annual	Monthly scheduled fire drills are conducted at all Child Development Centers, School Age Services facilities and DoDEA schools. Other facilities are required at least annually and coordinated with facility managers and the prevention section.
Fire Inspections	Annual	Fire prevention.
Emergency Services Working Group (ESWG)	Monthly in the IOC (Bldg 1227) the 1st Tuesday of every month	For Emergency Response Personnel to effect improvements in emergency services.
CBRNE	On an as needed basis, approximately 8 to 10 sessions per year.	Training to Installation personnel on CBRNE response operations targeted to the Installation Support Team for CBRNE, MPs, EMS, and others
Fire Prevention Week	October	To raise awareness & provide training to prevent fires.



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF LOGISTICS MAJOR RECURRING EVENTS:

INSPECTIONS/EVALUATIONS

FREQUENCY

Command Supply Discipline Program (CSDP) evaluations	Annually (TBD)
Property Book Inventory	Annually
Property Book Inventory (CIIC 8, 9, Q, \$ or Y)	Quarterly
(Night Vision Devices and Navigation Systems)	
Property Book Inventory (CIID 1-6, P, R or N)	Monthly
(Weapons and Ammunition)	
ASL Inventory	Annually
ASP Inventory	Monthly/Quarterly
CIF Inventory	Annually
CMO CIF MAV	Annually
Dining Facility Inventory	Semi-Annually/Annually
TISA Inventory	Quarterly
Food Management Assistant Team	Every 18 Months
DOD Container Inventory	Annually
463L Pallet Inventory	Annually
Unit Organizational Equipment Listing (OEL)	Annually
Calibrations (scales) TMDE	Bi-Annually/Annually
Installation Out Load and Receiving	Annually

MEETINGS

FREQUENCY

DOL Staff Meeting	Bi-Weekly
ASL Review	Annually
Food Service Management Board	Quarterly

TRAINING

FREQUENCY

Transportation Coordinators	Annually
Household Goods/Personal Property Agents	Annually (Apr)
Forklift/Heavy Equipment	As required
Fuel Handlers Course	Quarterly
GPC Management (Hazardous Material Block)	Bi-Weekly
Environmental Officer (Hazardous Material Block)	Quarterly
Self-Help Facility Class (Hazardous Material Block)	Monthly

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



DIRECTORATE OF PUBLIC WORKS (DPW) MAJOR RECURRING EVENTS:

EVENTS/ACTIVITIES

DATE

Cemetery Visitation..... May
Annual Work Plan..... July/4th Quarter

INSPECTIONS

FREQUENCY

Boiler Inspections..... Semi-Annual
Bridge Inspections..... Annual
Railroad Inspections..... Annual
Airfield Inspections..... Annual
Dam Inspections..... Annual
Gas Distribution System Inspections..... Annual
Long Truss Roof Inspections..... Annual
Muldraugh Ammunition Storage Area Bunker Inspections..... Annual
Installation Status Report Facilities..... Annual
Barracks Maintenance Inspections..... Monthly/Semi-Annual
Environmental Compliance Inspections..... On-going

MEETINGS

Line Item Review of ESD and Louisville COE Projects..... Monthly
Environmental Sustainability Management System..... Quarterly
Cross Functional Team
Storm Water Pollution Prevention Committee..... Quarterly
DA RCI Review of Knox Hills Project (On Site)..... April



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

STAFF JUDGE ADVOCATE (SJA) MAJOR RECURRING EVENTS:

<u>EVENT</u>	<u>DATE</u>
Tax Center.....	January - April
Article 6 Inspection.....	April (biennial)
Law Day Activities.....	April/May
Ethics Training.....	Annual (limited personnel required)
OGE 450 Submissions.....	February/March (limited personnel required)
Magistrate Court	Bi-Monthly

PLANS, ANALYSIS & INTEGRATION OFFICE (PAIO) MAJOR RECURRING EVENTS:

<u>EVENT/ACTIVITY</u>	<u>DATE/FREQUENCY</u>
Town Hall Meetings.....	Quarterly; or as required
Installation Planning Board.....	Semi-Annual (Feb, Aug)
Strategic Planning Session.....	Semi-Annual (Apr, Nov)
Performance Management Review (PMR).....	Quarterly (Feb, May, Aug, Nov)
Army Stationing Installation Plan (ASIP).....	Quarterly
Interactive Customer Evaluation (ICE).....	Weekly
Army Communities of Excellence (ACOE).....	Annually—May Ceremony
Competitive Sourcing/A-76.....	As Required by IMCOM
Organizational Self Assessment Surveys.....	Annual - As Required by IMCOM
Special Studies.....	As Required by Garrison Cdr
Financial/Economic Analysis.....	As Required by Garrison Cdr
Baseline Services & CLS.....	Quarterly
Installation Status Report (ISR):	
ISR Service Based Costing (SBC).....	Annually (Dec)
ISR Services.....	Annually
ISR Infrastructure.....	Quarterly (Inspections—May) (QA/QC—Sep)

CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox



EQUAL EMPLOYMENT OPPORTUNITY (EEO) MAJOR RECURRING EVENTS:

Training Schedule:

All training offered quarterly: February - May - August - November				
Type/ When Required	New Employee (within 90 days of hire)	New Supervisor (within 90 days of promotion)	EEO Update and Assistance Program (every 2 years)	Leadership Training (As required)
Maintaining a Drug Free Workplace	YES	YES	YES	YES
Prevention of Sexual Harassment	YES	YES	YES	NO
CPAC information for Supervisors	NO	NO	NO	YES

Installation Level Meetings: EEO Council Meetings are scheduled in December and April.

MEDDAC PLANS, TRAINING, MOBILIZATION & SECURITY (PTM&S) MAJOR RECURRING EVENTS:

EVENT/ACTIVITY

FREQUENCY

Mass Casualty Exercises..... May & Sep
 Combat Lifesaver Classes..... (Projected Monthly)
 Resuscitative Medicine: Basic Life Support (Twice Monthly)
 Resuscitative Medicine: Advanced Cardiac Life Support..... (Every other month)
 Resuscitative Medicine: Pediatric Advance Life Support..... (Quarterly)

MEETINGS

FREQUENCY

WTU Town Hall..... Monthly



CY12 Key Installation Events

Appendix B, Installation Guide—Fort Knox

SAFETY OFFICE INSPECTION SCHEDULE

FREQUENCY

DFMWR, All Facilities.....	Annually
Garrison Buildings.....	Annually
ALL ARMS Room	Annually
DFMWR, Community Recreation Division, Camp Carlson.....	Annually
DES: Fire Department.....	Annually
DFACs (All).....	Annually
Patton Museum.....	Annually
Garrison HQ.....	Annually
Bluegrass Challenge Academy.....	Annually
Recycle.....	Bi-Annually
French Range.....	Bi-Annually
MASA.....	Bi-Annually
DPTMS / Range Areas.....	Bi-Annually
Rappel Tower/ Training.....	Bi-Annually
Radiation Inspections/disposal-Turn-in/ Inventory.....	As Needed
Pre-bid/ Acceptance Construction.....	As Needed
Reserve Sites– ECS.....	As Needed
Unit Motor.....	As Needed

MEETINGS

Safety Council.....	Bi-Annually
Safety Huddle with all Safety Professionals.....	Quarterly

TRAINING

ADSO Course.....	Bi-Annually
HAZCOM.....	As Needed
MWR New Employee Orientation.....	As Needed
Comander/First Sergeant Course.....	As Needed

MOTORCYCLE AND DRIVERS TRAINING

Basic Rider Course.....	As Needed
Experience Rider Course.....	As Needed
Sport Bike Course.....	As Needed
Motorcycle Refresher Training.....	As Needed
Intermediate Driver Trainer.....	As Needed
Improvement/Remedial Driver Training.....	As Needed

- Registration for classes at; <https://apps.imcom.army.mil/airs/>